



Clark Atlanta University Job Description

Position Title:	Grant Development Specialist
Department:	Center for Cancer Research and Therapeutic Development (CCRTD)
Reports To:	Senior Director of Administration and Operations

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

General Function (Description):

The role of the Grant Development Specialist is to assist CCRTD investigators in all aspects of grant submissions, including identifying potential funding opportunities, and writing and preparing grant applications, as needed. The Grant Development Specialist will also develop and submit small non-research grants on behalf of CCRTD and will identify potential funding sources for such. The Grant Development Specialist will have knowledge about the department's overall programs, goals, and financial needs to assist with proposal development, preparation, and submission.

Examples of Duties and Responsibilities:

- Assist with all aspects of grant proposal development and submission thereof for CCRTD researchers.
- Develop and write small non-research grant proposals to federal, non-federal, private, and government foundations, and other funding organizations.
- Track and coordinate all CCRTD grant submissions in conjunction with RSP.
- Track proposals, complete intent to submit proposals, and proposal routing forms.
- Analyze the feasibility of the project budget.
- Demonstrate a complete understanding of program requirements for projects.
- Maintain contact and follow up with granting organizations and RSP. Keep PIs updated.
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage multiple proposals.

Knowledge, Skills, and Abilities

- Proficient knowledge of operations of foundations, organizations, and businesses.
- Proven track record in securing new funding opportunities a plus.
- Proficient in computer operations (Microsoft Office Word, Access, PowerPoint, Excel, Publisher, ASSIST, SAMS, and other federal reporting platforms, etc.) and ability to learn company grant software.
- Must have excellent organizational skills and be able to produce quality work within tight time constraints.
- Excellent written, verbal, and interpersonal communication skills.
- Must be team-oriented, with the ability to work with individuals of diverse backgrounds.
- Ability to conduct and interpret research in a variety of data formats.

Minimum Hiring Standards

Education	B.S., M.S., or Ph.D. degree in biology, chemistry, library science, or related field or equivalent work experience. Technical or biomedical field is preferred.
Years of Experience Required	At least 5 years of professional grant writing experience; Successful track record of grant funding at local, state, federal, education, and foundation level.
Years of Management/Supervisor Experience	N/A